

Beneficiary Forms

The recent tragedies involving the Pentagon and the World Trade Center underscore the need for Federal employees to keep their personnel records and beneficiary forms current. If you do not have a designation of beneficiary form on file, benefits are paid according to the Order of Precedence as follows

Designated Beneficiary
Spouse
Child/Children in Equal Shares
Parents
Executor/Administrator of Estate
Next of Kin

An exception to the Order of Precedence is payment of Federal Employees' Group Life Insurance proceeds subject to a court order requiring benefits be paid to a specific person(s). It is not necessary to have a beneficiary form on file, if you are satisfied with the normal order of precedence. If, however, you have completed a designation of beneficiary form in the past, it is your responsibility to ensure that the form reflects the beneficiary you currently desire. A will or last testament **does not** control how Federal benefits are paid unless the benefits are paid to the estate. Beneficiary forms may be completed for benefits as follows:

Form #	Name of Form	Benefits/Proceeds
SF 2808	CSRS-Designation of Beneficiary	Retirement Contributions Lump Sum (when no survivor annuity is payable).
SF 3102	FERS-Designation of Beneficiary	Retirement Contributions Lump Sum (when no survivor annuity is payable).
SF 2823	Designation of Beneficiary - Federal Employees' Group Life Insurance (FGLI) Program	Note: If you designate minor children to receive benefits, a court-appointed guardian will be necessary to receive proceeds; otherwise the Office of Federal Employees' Group Life Insurance will hold proceeds on deposit until the child reaches age 18 or the age of majority based on state law.
SF 1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	Unpaid compensation that may be due at your death, such as unpaid salary, unused annual leave, etc. If you transfer to a new agency, you will need to complete a new form.
TSP 3	TSP - Designation of Beneficiary	Thrift Savings Plan (TSP) proceeds.

You may access these forms electronically by clicking on the Office of Personnel Management's (OPM) website at <http://www.opm.gov/forms> for the SF 1152, 2808, 2823, and 3102. You can obtain a copy of the TSP 3 from the Thrift Savings Plan (TSP) website at <http://www.tsp.gov>. Once you complete your forms, you should submit the

SF 1152, 2823, & 3102 to your CPOC. You will submit the SF 2808, if applicable, to OPM at the address on the reverse side of the form. The TSP 3 should be sent to the National Finance Center at the address on the reverse side of the form. You should make copies of your beneficiary forms prior to submitting them to the appropriate offices, but when you get your copies back certified by the appropriate personnel, ensure your family members know the location of your filed copies.

If you have any questions regarding the completion of beneficiary forms, you may contact the Army Benefits Center-Civilian (ABC-C) at 1-877-ARMY CTR (276-9287). Hearing impaired employees can contact a Benefits Counselor at 1-877-ARMY TDD (276-9833).